Permit #S00152129

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: S00152129 **Type of Permit:** STILL **Release Date:** 05/21/2019

Production Company ANNE MENKE STUDIOS LLC

Insured Company Name ANNE MENKE STUDIOS LLC
Contact Phone No. 1 212-406-6959
Contact Phone No. 2
Fax 718-625-1236
Address 154 GRAND ST.
NEW YORK, New York 10013

Production Title TRAVEL PRO LUGGAGE

Type of Production Still Photo

Producer Angelika Menke

Director Anne Menke

1st AD Anne Menke

Production Manager Angelika Saint-Aignan

FilmL.A. Coordinator Melissa Levine

Location Manager Angelika Saint-Aignan
Primary Phone Mobile - 917-304-0541
Secondary Phone Office - 212-406-6959

Location Assistant Peter McClafferty
Primary Phone Mobile - 310-613-6020
Secondary Phone

Fees

Notification Charge	$130.00
FILMLA NON-REFUNDABLE FILM APPLICATION FEE	$685.00
LA COUNTY FIRE REVIEW	$282.00
SANTA MONICA DOWNTOWN FILM (1-6 Hrs) LOCATION FEE	$1,237.42
SANTA MONICA DOWNTOWN FILM (6+ HRS) LOCATION FEE	$3,093.55
SANTA MONICA POLICE OFFICER (8 HR MINIMUM)	$1,649.92
SANTA MONICA POLICE VEHICLE	$90.63
SANTA MONICA PARKING LOT USE FEE	$300.00
SANTA MONICA DOWTOWN FILM/STILL APPLICATION FEE	$270.33

Total Permit Fee $7,738.85

Number of Locations 4

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Summary Information — Location

Permit Number	S00152129	**Location Manager**	Angelika Saint-Aignan
Production Company	ANNE MENKE STUDIOS LLC	Primary Phone	Mobile - 917-304-0541
Insured Company	ANNE MENKE STUDIOS LLC	Secondary Phone	Office - 212-406-6959
Production Title	TRAVEL PRO LUGGAGE		

Location Address Ocean ave., Alta Ave., 2nd St., Colorado Ave - inclusive (EXCLUDES Parks, Freeways), Santa Monica, CA, 90404

Location Type Grid

Film Dates 5/22/2019 - 5/22/2019 12:00 - 20:00 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
GRID: Filming activity may not exceed a two hour time frame in any location.
GRID: It is the responsibility of the permittee to be aware of Special Condition areas, which are excluded from this grid location. A complete list of Special Condition areas can be found at www. Filmla.com
GRID: Max of 5 equipment vehicles allowed, must be smaller than a 3 ton cube truck or a stake bed.
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No stopping or setting up in front of merchants or residents without prior approval
SANTA MONICA POLICE: Must contact FilmLA to request a rider if production is requesting to remain at location past the permitted end time. After hours: 213.977.8600

Please see attached document Anne Menke AA.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	4
Motor Homes	1
Vans	4

Personnel on Location

Type	Quantity
Cast	5
Crew	10
Santa Monica Police Officer	1

Filming Activities Exterior Dialogue; Exterior establishing shots; Exterior models against scenery; lifestyle shots of model with luggage walking down city sidewalks; filming B-roll; handheld equipment; picture car legally parked on wilshire, south of 2nd street for 30 minutes;

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Summary Information — Location

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Insured Company	ANNE MENKE STUDIOS LLC	Secondary Phone	Office - 212-406-6959
Production Title	TRAVEL PRO LUGGAGE		

Jurisdiction	**Political:** City of Santa Monica	**Police:** Santa Monica Police Department	**Fire:** Santa Monica Fire Department
Thomas Guide	**Page:** 671	**Grid:**	

Approvals

SANTA MONICA - PARKING OFFICE	Helen Loy
SANTA MONICA - PUBLIC WORKS DEPARTMENT	Kathy Ruff
SANTA MONICA POLICE DEPARTMENT	Cody Green
SANTA MONICA - DOWNTOWN SANTA MONICA, INC.	Laura Borsecnik

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Other Location
LOT 4 SOUTH
2030 Ocean Ave, Santa Monica, CA 90405

Parking Notes
10 reserved spaces in lot 4S on May 22, 2019.

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Summary Information — Location

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Insured Company	ANNE MENKE STUDIOS LLC	Secondary Phone	Office - 212-406-6959
Production Title	TRAVEL PRO LUGGAGE		

Location Address 3rd St Promenade, Wilshire Blvd - Broadway, Santa Monica, CA, 90401

Location Name 3RD STREET PROMENADE

Location Type Pedestrian walkway

Film Dates 5/22/2019 - 5/22/2019 16:00 - 17:00 1 day

Open or Closed to the Public Open

Generic Conditions
All vehicles must be parked on private property
GRID: Filming activity may not exceed a two hour time frame in any location.
GRID: It is the responsibility of the permittee to be aware of Special Condition areas, which are excluded from this grid location. A complete list of Special Condition areas can be found at www. Filmla.com
GRID: Max of 5 equipment vehicles allowed, must be smaller than a 3 ton cube truck or a stake bed.
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No stopping or setting up in front of merchants or residents without prior approval
SANTA MONICA POLICE: Must contact FilmLA to request a rider if production is requesting to remain at location past the permitted end time. After hours: 213.977.8600

Please see attached documents
DTSM Filming Guidelines 2013.pdf
NO SIGNAGE IN SANTA MONICA.pdf
Guidelines for Use of Parking Lots in the City of Santa Monica.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	4
Motor Homes	1
Vans	4

Personnel on Location

Type	Quantity
Cast	5
Crew	10
Extras	10

Filming Activities Exterior Dialogue; Exterior establishing shots; Exterior models against scenery; lifestyle shots of model with luggage walking; filming B-roll; handheld equipment;

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Summary Information — Location

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Production Company	ANNE MENKE STUDIOS LLC	Primary Phone	Mobile - 917-304-0541
Insured Company	ANNE MENKE STUDIOS LLC	Secondary Phone	Office - 212-406-6959
Production Title	TRAVEL PRO LUGGAGE		

Jurisdiction

Political: City of Santa Monica

Police: Santa Monica Police Department

Fire: Santa Monica Fire Department

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Location Notes

MUST CONTACT LAURA BORSECNIK WITH DOWNTOWN SANTA MONICA AT 310-393-8355 x.115 PRIOR TO SUBMITTING A PERMIT
No posting of production/directional signs allowed on public property.

Approvals

SANTA MONICA - DOWNTOWN SANTA MONICA, INC.	Laura Borsecnik
SANTA MONICA - PARKING OFFICE	Helen Loy
SANTA MONICA - PUBLIC WORKS DEPARTMENT	Kathy Ruff
SANTA MONICA POLICE DEPARTMENT	Cody Green

Coordinator Note

NOT PERMITTED TO BLOCK SIDEWALKS.

NO ITC/IPC ALLOWED

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Other Location
LOT 4 SOUTH
2030 Ocean Ave, Santa Monica, CA 90405

Parking Notes
10 reserved spaces in lot 4S on May 22, 2019.

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Summary Information — Location

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Production Company	ANNE MENKE STUDIOS LLC	Primary Phone	Mobile - 917-304-0541
Insured Company	ANNE MENKE STUDIOS LLC	Secondary Phone	Office - 212-406-6959
Production Title	TRAVEL PRO LUGGAGE		

Location Address 4375 Admiralty Way, Marina del Rey, CA, 90292

Location Name RITZ CARLTON - MARINA DEL REY

Location Type Hotel

Location Description PARCEL 125H - RITZ-CARLTON HOTEL

Film Dates 5/22/2019 - 5/22/2019 06:30 - 14:00 1 day

Open or Closed to the Public Open

Generic Conditions

*Certain service and personnel fees required by jurisdictional agencies are not collected by FilmL.A. Any such fees must be paid directly to the appropriate agency, and a separate invoice will be provided to the permittee.
All vehicles must be parked on private property
For 20 spaces or less at a beach parking lot, Only standard sized vehicles that fit legally within the parking stalls are allowed, no large trucks. Production company must comply with posted signs and hours of operation.
For 20 spaces or less at a beach parking lot, production company may pay upon entry without requiring prior arrangements with MPI. In and out privileges will not be allowed to the lots.
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached documents

Marina del Rey Ritz Carlton _parking on the promenade_ July 2009.pdf
MarinaDelRey_SpecialFilmingConditions_2011-08.pdf
2ParkingGuidelines_2012-03-01.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	4
Fire Extinguisher (2A10BC Minimum Rating)	2
Motor Homes	1
Vans	4

Personnel on Location

Type	Quantity
Cast	5
Crew	15
LA County FSA assigned	1

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Summary Information — Location

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Production Company	ANNE MENKE STUDIOS LLC	Primary Phone	Mobile - 917-304-0541
Insured Company	ANNE MENKE STUDIOS LLC	Secondary Phone	Office - 212-406-6959
Production Title	TRAVEL PRO LUGGAGE		

Filming Activities Equipment on property; Exterior establishing shots; Exterior models against scenery; Interior and exterior dialogue; Interior models against scenery; lifestyle shots of model with luggage walking;;

Jurisdiction **Political:** Los Angeles County - Supervisor District 4 **Police:** Los Angeles County Sheriff **Fire:** Los Angeles County Fire Department

Thomas Guide **Page:** 672 **Grid:** A6

Location Notes COMPANY MUST OBTAIN APPROVAL FROM LEASEHOLDER FOR USE OF THE BOAT DOCKS

Approvals

LOS ANGELES COUNTY DEPARTMENT OF BEACHES & HARBORS	Marisol Camey
LOS ANGELES COUNTY SHERIFF DEPARTMENT - MARINA DEL REY	Deputy Ron Nohles
LOS ANGELES COUNTY PUBLIC WORKS - FINAL APPROVERS	Linda Ayers

Coordinator Note Not permitted for dock, boat to dock or harbor water activities. Not permitted to park vehicles in common public area or promenade. Must not block emergency access zones in area. Must park within marked parking stalls and display all paid parking receipts when using County parking lots

Coordinator Note 2 Fire Extinguisher (2A10BC Minimum Rating) REQUIRED

Coordinator Note LA County FSA assigned 19-1320-110

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Other Location
4350 Admiralty Way, Marina del Rey, CA, 90292

Parking Notes
10 reserved spaces in lot 4S on May 22, 2019.

NOT A PERMIT

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Insured Company	ANNE MENKE STUDIOS LLC	Secondary Phone	Office - 212-406-6959
Production Title	TRAVEL PRO LUGGAGE		

This location has been CANCELED

Location Address 225 Santa Monica Blvd, Santa Monica, CA, 90401

Location Type Restaurant

Film Dates 5/22/2019 - 5/22/2019 17:30 - 18:30 1 day

Open or Closed to the Public Closed

Generic Conditions
All vehicles must be parked on private property
Must comply with attached conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No stopping or setting up in front of merchants or residents without prior approval

Please see attached documents
DTSM Filming Guidelines 2013.pdf
NO SIGNAGE IN SANTA MONICA.pdf
Guidelines for Use of Parking Lots in the City of Santa Monica.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	4
Motor Homes	1
Picture vehicles	1
Vans	4

Personnel on Location

Type	Quantity
Cast	5
Crew	10
Santa Monica Police Officer	2

Filming Activities Equipment on property; Exterior Dialogue; Exterior establishing shots; Exterior models against scenery; lifestyle shots of model with luggage walking down city sidewalks; filming B-roll; handheld equipment; picture car parked legally in loading zone in front of property; ;

Jurisdiction **Political:** City of Santa Monica **Police:** Santa Monica Police Department **Fire:** Santa Monica Fire Department

Thomas Guide **Page:** 671 **Grid:**

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Production Title	TRAVEL PRO LUGGAGE		

Approvals SANTA MONICA - DOWNTOWN SANTA MONICA, INC. Laura Borsecnik

Coordinator Note BLOCKING SIDEWALKS NOT PERMITTED.

ITC/IPC NOT PERMITTED

Parking

Base Camp
Location Type : Filming Location

Parking Notes
lot 4 south; 15 spaces 1p-9p

Crew Parking
Location Type : To Be Determined

NOT A PERMIT

Appointment of Film Permits Unlimited, Inc.
As Authorized Agent and representative

I certify that I am a representative of Angelika Saint-Aignan **("Principal") and am authorized to enter into binding contractual agreements on it's behalf. I further certify that I am authorizes by Principal to appoint other representatives and agents for Principal and to give such representatives and agents authority to enter into and bind Principal to agreements relating to the issuance of and compliance with location film (e.g. theatrical, television, commercial and other motion picture filming) and still photographic permits, including the permits themselves and any riders to such permits. Acting on behalf of Principal in my capacity as its authorized representative, I appoint Film Permits Unlimited, Inc. and it's employees and agents ("FPU") as Principal's authorized representatives and agents to apply for location film (e.g. theatrical, television, commercial and other motion picture filming) and still photographic permits on behalf of Principal through Film LA, Inc., any city and county, or through any other jurisdiction: to negotiate, discuss, accept, modify, agree to and bind Principal to the terms and conditions of such permits (including all restrictions and /or community guidelines applicable to any such permit): and to execute such permits on behalf of Principal. Principal understands, acknowledges and agrees that it (and/or its insurer) remains responsible and liable for all obligations imposed by or Incidental to any permit or rider issued to Principal signed by an employee or agent of (including any coordinator, runner or messenger used by) FPU. Principal further agrees to comply with the terms and conditions of any such permits and hereby appoints FPU as an authorized representative to facilitate compliance with such terms and conditions following issuance of any such permits and to enter into agreements for Principal with respect thereto. Any person, agency, entity, or organization (including Film LA, Inc. and any city county or other jurisdiction) may rely upon this appointment and need not obtain further authorization for any act described herein. An original or faxed copy of this appointment shall be sufficient, and may be treated as an original for all purposes. The appointment may be revoked by Principal at any time in writing, but in any case, shall expire one (1) year from the date of execution set forth below.**

I declare under penalty of perjury under the laws of the State of California that I am authorized to appoint FPU as agent for Principal, and based upon that authority I hereby appoint FPU as Principal's agent as set forth herein.

Dated: May 20,2 019

Anne Menke Studios LLC
Name of Principal

By: _____
Representative's Signature

Angelika Saint-Aignan
Print Representative's Name

Producer
Representative's title

154 Grand Street

New York NY 10013
Principal's Address

917304 0541
Principal's Telephone

Film Permits Unlimited, Inc.
Phone (818) 347-9929
Fax (818) 347-9784

Please sign and fax back
Principal = Name of Company

NOT A PERMIT

Permit #S00152129

Updated July 2013

DOWNTOWN SANTA MONICA FILMING GUIDELINES

- A **City of Santa Monica permit through FilmL.A** is required. Please go to www.filmla.com and apply for the permit through the Online Permit System (OPS) or for more information, please call FilmL.A. at 213-977-8600 and ask for Production Planning.

- **An Application Fee, Site Fee, and Certificate of Insurance** is also required.

- Normal permitted filming hours are from 8:00 a.m. to 10:00 p.m. Filming activity before 8:00 a.m. or after 10:00 p.m. requires a written approval from 90% of residents and businesses located with 250-foot radius of filming location.

- No filming is allowed on Wednesdays due to Farmers' Market or on Saturdays and Sundays due to the high volume of shopping traffic. However, low-impact, small productions – man-on-the-street interviews and still photo shoots will be considered on a case-by-case basis.

- A filming fee is required pursuant to Downtown Santa Monica, Inc **Filming Fee Schedule**. A location fee is applicable for **each day** of filming including preparation and strike days.

- No parking of equipment in alleys will be allowed. Parking of generators in alleys will be considered on a case-by-case basis and must be approved by the City of Santa Monica.

- No District pedestrians or vehicle traffic are to be unreasonably inconvenienced, and no merchant, pavilion tenant or cart vendor is to be disturbed by the filming or prep time, without prior notification to the merchant or tenant and Downtown Santa Monica, Inc.

- Street meters require the signature of the merchant adjacent to the space.

- On the Third Street Promenade, there must always be an unobstructed 12' fire lane.

NOT A PERMIT

City of Santa Monica

Transportation Engineering & Management Division

Post Office Box 2200, Santa Monica, California 90407-2200

NOTICE

To: Applicants for Film Permits in the City of Santa Monica

From: Transportation Engineering & Management Division

Subjects: Directional and Other Signs

Use of Temporary No Parking Signs

Please be advised that the posting of advertising, directional or other types of signs in, or visible from, public rights-of-way is prohibited by Chapter 9.52 of the Santa Monica Municipal Code. Any such signs will be removed and destroyed by City forces. And, you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

Temporary No Parking signs are available to facilitate your filming activities from the Public Works Permit Counter. You are responsible for the installation and removal of such signs. You will be provided with a sheet of instructions when you pick up the signs. Temporary No Parking signs must be removed immediately after your film shoot is completed. Any Temporary No Parking signs not promptly removed will be removed by City forces. And you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

In order to avoid such problems, we respectfully request your voluntary compliance.

Should you have questions, please contact the Transportation Engineering & Management Division at (310) 458-8291 or traffic.engineering@smgov.net.

NO PERMIT

CONDITIONS FOR USE OF PARKING LOTS FOR FILMINGS, PHOTOSHOOTS, AND BASECAMPS IN THE CITY OF SANTA MONICA

****These conditions only apply to production companies approved to use City-owned lots and do not imply permission to use any City lot****

1. Available Lots:
    a. The ONLY lots available for rental are Beach Lots 4 and 5 South, and Beach Lots 1 North through 8 North. There are no exceptions. Requested parking lot(s) must be clearly stated in the base camp/crew parking portion of your Film LA. permit. Applying for a Film L.A permit does not guarantee use of the parking lots. The City of Santa Monica Parking Department has final authorization regarding use of the parking lots. A parking application must be submitted to the Parking Department in addition to the submittal of the Film L.A permit.

2. Space Availability:
    a. The amount of spaces available for purchase can vary depending on the time of year. As a starting point, no production company may rent out more than half the available spaces of any lot. During certain times of the year (i.e. spring break, summer, any other special events, etc.), additional restrictions will apply regarding space availability, if any.

3. Restrictions:
    a. The production company can only use the spaces that have been purchased and reserved for them.
    b. Parking must be finalized no later than 72 business hours before the production date. There will be no adding of spaces after that time or on the day of filming.
    c. The RESERVED area will be set up the night before by the parking operator, usually at 10pm. There is no guarantee that there will be not be any vehicles already parked in the RESERVED area by the shoot date. It is the production company's responsibility to ensure no other vehicles park in the RESERVED area upon possession of the space. The City merely sells the spaces and sections it off.
    d. At no time can the production company extend the basecamp or deny transient parkers access to the parking lot.

4. Basecamps/Reserved Parking:
    a. Production companies must park all vehicles and materials/equipment within their RESERVED event space. Any vehicles parked outside the event space will need to show proof of payment of the Daily parking rate for that individual vehicle or become subject to citation.

NOT A PERMIT

b. Depending on the size and location of the RESERVED area, production companies may be required to pay for any parking spaces used to divert traffic around the RESERVED area. This is to prevent traffic from driving through the RESERVED area and to keep the traffic flowing smoothly within the lot. These spaces are also procured at the RESERVED rate of 3x the Daily rate.

5. Unreserved Parking:
    a. Production companies may purchase UNRESERVED parking for vehicles they wish to park outside their event space. The UNRESERVED parking is the Daily rate of the lot for that specific date and will allow the parker to stay past sunset.
    b. UNRESERVED parking is for the parking of vehicles ONLY. The production company may not use UNRESERVED parking for setting up any basecamp activities such as tents, chairs, wardrobe, generators, storing of materials, etc.
    c. The purchase of UNRESERVED permits requires the production company to pick up the permits from the City parking office, however, payment is still made directly to Film LA.
    d. The UNRESERVED parking permit must be displayed in the vehicle upon entering the lot and must be displayed in the vehicle at all times. Failure to display the permit is subject to citation. UNRESERVED parking is on a first-come, first-serve basis and does not guarantee a parking space in the lot.

6. Pay-Upon-Entry:
    a. Production companies also have the option to Pay-upon-entry at any City facility. This is only for productions that do not need any basecamp or RESERVED parking.
    b. Paying-upon-entry is for productions that wish to have all their vehicles pay at the cashier booth or pay machine upon entering the lot on the day of production.
    c. Production companies are prohibited from purchasing extra spaces to set up any basecamp activity. Paying-upon-entry is simply parking a vehicle and then leaving the lot.
    d. Production companies may inquire with the City of Santa Monica to confirm which City facilities are available for Pay-upon-entry.

7. Cancellation Policy:
    a. Cancellations for RESERVED parking and UNRESERVED parking must be made more than 48 business hours of production date. Cancellations made within this time period will be honored at no cost to the production company.
    b. Cancellations for RESERVED parking and UNRESERVED parking made within 48 business hours will not be honored. NO refunds will be given.
    c. Cancellations for Pay-upon-entry requires no notification as no parking fees are associated with the Film LA permit.

NOT A PERMIT

Special Filming Conditions for the Promenade
(Behind the Ritz Carlton)

The following conditions are to be placed on a film permit for any film company requesting to park any vehicles or equipment on the promenade. **Note: Appropriate divisions from the Department of Beaches and Harbors must give approval for permission to park.**

- **Company must not block emergency access at any time.**
- **NO PARKING on storm drain outlets.** Outlets must be sand bagged around frame.
- **The public shall have access to the promenade and waterfront; if they need to be diverted, they must then be redirected to the promenade as soon as possible.** The public must not be forced to turn-around.
- **All equipment must remain 10 feet from the Seawall.**
- **Total weight of equipment must not exceed 40 tons.**
- **In areas where access is limited, the film company shall spread each concentrated equipment outriggers load on mats consisting of our 10 inch by 10 inch timbers 10 feet long, bolted together.** These mats shall be placed parallel to the Seawall.
- **Any parked vehicle(s) must have a person stationed at all times with keys to move vehicle in the event of an emergency.**
- **Parking to be provided for approved vehicles only.**

NOT A PERMIT

Special Filming Conditions
MARINA DEL REY

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

These conditions have been drafted by the Los County Department of Beaches & Harbors to help facilitate filming on Los Angeles County Beaches.

- No directional signs may be posted in Marina del Rey
- No filming on weekends.
- Sheriff or CHP officer required when filming on LA County roads within Marina del Rey.
- Street closures will be considered on a case-by-case basis. Intermittent traffic control allowed with two (2) CHP or Sheriff Officer during the hours of 9:00 am and 3:00 pm or after 7:00 pm.
- Film requests from Memorial Day weekend to Labor Day will be considered on a case-by-case basis.
- Companies may not make any alterations to structures within the County operated parking lots
- Production companies may not place plywood or any other material over spikes in County operated parking lots. Must contact DBH s parking contractor to lower spikes.
- Production companies filming on a dock or a boat in the Marina will be required to have an L.A. County Lifeguard for the entire time of dock usage. Lifeguards are on a 4-hour minimum.
- All vehicles or equipment over 1,500 pounds must remain 15 feet from seawall.

NOT A PERMIT

PARKING GUIDELINES
FOR THE USE OF COUNTY PARKING LOTS
OPERATED BY PARKING MANAGEMENT COMPANY

1. Companies must make parking arrangements for parking in L.A. County parking lots with DBH's parking contractor prior to first film date.

2. All production companies must have prior authorization for in/out parking privileges in any L.A. County parking lot. Arrangements must be made in advance with DBH's parking contractor. Film companies paying upon entry, without prior arrangements, will not be allowed in and out privileges.

3. All production vehicles must display a parking receipt on dashboard of vehicles and must only enter lots during approved/authorized dates and times. Failure to display parking receipts on dashboard of vehicle or unauthorized entry will result in a parking citation.

4. The production company may not block public or emergency access or park vehicles in any front row adjacent to local businesses at Venice Beach at any time (see parking lot maps).

5. The production company is prohibited from parking in disabled parking spaces, short-term metered parking and from blocking any pay stations at any time (no exceptions).

6. A walkthrough is to be conducted after the production company has parked all of its vehicles. This walkthrough is to be done by the location manager (or designated representative) and a parking contractor supervisor to determine the exact number of spaces being utilized and that number is called into the parking contractor's office. The location manager must make arrangements to meet again with the parking contractor supervisor at a designated time to confirm spaces prior to vacating the parking lot and again that number is called into the parking contractor's office.

7. The production company will be invoiced for any additional spaces occupied by cast/crew members' cars, equipment vehicles and cone-off spaces.

8. Production companies wanting to use parking spaces at one of the parking contractor operated parking lots on the beach or in the Marina del Rey area must contract the parking contractor directly (310.821.1081) and speak with office management. Normal business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

9. Parking fees are not included on film permits. A film permit number must be provided to the parking contractor and the contractor will provide the production company estimated charges for the use of the parking lot(s). Payment arrangements must be made with the parking contractor directly at least one business day prior (and before 4:00 p.m.) for the use of the parking lot(s).

10. Cancellation of a parking contract must be done at least one day prior. Refunds will be given within ten to twelve weeks.

11. A parking contract does not constitute a film permit.

12. Sign removal in L.A. County parking lots is prohibited.

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Permit #S00152129

Updated July 2013

DOWNTOWN SANTA MONICA FILMING GUIDELINES

- A **City of Santa Monica permit through FilmL.A** is required. Please go to www.filmla.com and apply for the permit through the Online Permit System (OPS) or for more information, please call FilmL.A. at 213-977-8600 and ask for Production Planning.

- **An Application Fee, Site Fee, and Certificate of Insurance** is also required.

- Normal permitted filming hours are from 8:00 a.m. to 10:00 p.m. Filming activity before 8:00 a.m. or after 10:00 p.m. requires a written approval from 90% of residents and businesses located with 250-foot radius of filming location.

- No filming is allowed on Wednesdays due to Farmers' Market or on Saturdays and Sundays due to the high volume of shopping traffic. However, low-impact, small productions – man-on-the-street interviews and still photo shoots will be considered on a case-by-case basis.

- A filming fee is required pursuant to Downtown Santa Monica, Inc **Filming Fee Schedule**. A location fee is applicable for **each day** of filming including preparation and strike days.

- No parking of equipment in alleys will be allowed. Parking of generators in alleys will be considered on a case-by-case basis and must be approved by the City of Santa Monica.

- No District pedestrians or vehicle traffic are to be unreasonably inconvenienced, and no merchant, pavilion tenant or cart vendor is to be disturbed by the filming or prep time, without prior notification to the merchant or tenant and Downtown Santa Monica, Inc.

- Street meters require the signature of the merchant adjacent to the space.

- On the Third Street Promenade, there must always be an unobstructed 12' fire lane.

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City of Santa Monica

Transportation Engineering & Management Division

Post Office Box 2200, Santa Monica, California 90407-2200

NOTICE

To: Applicants for Film Permits in the City of Santa Monica

From: Transportation Engineering & Management Division

Subjects: Directional and Other Signs

Use of Temporary No Parking Signs

Please be advised that the posting of advertising, directional or other types of signs in, or visible from, public rights-of-way is prohibited by Chapter 9.52 of the Santa Monica Municipal Code. Any such signs will be removed and destroyed by City forces. And, you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

Temporary No Parking signs are available to facilitate your filming activities from the Public Works Permit Counter. You are responsible for the installation and removal of such signs. You will be provided with a sheet of instructions when you pick up the signs. Temporary No Parking signs must be removed immediately after your film shoot is completed. Any Temporary No Parking signs not promptly removed will be removed by City forces. And you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

In order to avoid such problems, we respectfully request your voluntary compliance.

Should you have questions, please contact the Transportation Engineering & Management Division at (310) 458-8291 or traffic.engineering@smgov.net.

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CONDITIONS FOR USE OF PARKING LOTS FOR FILMINGS, PHOTOSHOOTS, AND BASECAMPS IN THE CITY OF SANTA MONICA

****These conditions only apply to production companies approved to use City-owned lots and do not imply permission to use any City lot****

1. Available Lots:
    a. The ONLY lots available for rental are Beach Lots 4 and 5 South, and Beach Lots 1 North through 8 North. There are no exceptions. Requested parking lot(s) must be clearly stated in the base camp/crew parking portion of your Film LA. permit. Applying for a Film L.A permit does not guarantee use of the parking lots. The City of Santa Monica Parking Department has final authorization regarding use of the parking lots. A parking application must be submitted to the Parking Department in addition to the submittal of the Film L.A permit.

2. Space Availability:
    a. The amount of spaces available for purchase can vary depending on the time of year. As a starting point, no production company may rent out more than half the available spaces of any lot. During certain times of the year (i.e. spring break, summer, any other special events, etc.), additional restrictions will apply regarding space availability, if any.

3. Restrictions:
    a. The production company can only use the spaces that have been purchased and reserved for them.
    b. Parking must be finalized no later than 72 business hours before the production date. There will be no adding of spaces after that time or on the day of filming.
    c. The RESERVED area will be set up the night before by the parking operator, usually at 10pm. There is no guarantee that there will be not be any vehicles already parked in the RESERVED area by the shoot date. It is the production company's responsibility to ensure no other vehicles park in the RESERVED area upon possession of the space. The City merely sells the spaces and sections it off.
    d. At no time can the production company extend the basecamp or deny transient parkers access to the parking lot.

4. Basecamps/Reserved Parking:
    a. Production companies must park all vehicles and materials/equipment within their RESERVED event space. Any vehicles parked outside the event space will need to show proof of payment of the Daily parking rate for that individual vehicle or become subject to citation.

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b. Depending on the size and location of the RESERVED area, production companies may be required to pay for any parking spaces used to divert traffic around the RESERVED area. This is to prevent traffic from driving through the RESERVED area and to keep the traffic flowing smoothly within the lot. These spaces are also procured at the RESERVED rate of 3x the Daily rate.

5. Unreserved Parking:
    a. Production companies may purchase UNRESERVED parking for vehicles they wish to park outside their event space. The UNRESERVED parking is the Daily rate of the lot for that specific date and will allow the parker to stay past sunset.
    b. UNRESERVED parking is for the parking of vehicles ONLY. The production company may not use UNRESERVED parking for setting up any basecamp activities such as tents, chairs, wardrobe, generators, storing of materials, etc.
    c. The purchase of UNRESERVED permits requires the production company to pick up the permits from the City parking office, however, payment is still made directly to Film LA.
    d. The UNRESERVED parking permit must be displayed in the vehicle upon entering the lot and must be displayed in the vehicle at all times. Failure to display the permit is subject to citation. UNRESERVED parking is on a first-come, first-serve basis and does not guarantee a parking space in the lot.

6. Pay-Upon-Entry:
    a. Production companies also have the option to Pay-upon-entry at any City facility. This is only for productions that do not need any basecamp or RESERVED parking.
    b. Paying-upon-entry is for productions that wish to have all their vehicles pay at the cashier booth or pay machine upon entering the lot on the day of production.
    c. Production companies are prohibited from purchasing extra spaces to set up any basecamp activity. Paying-upon-entry is simply parking a vehicle and then leaving the lot.
    d. Production companies may inquire with the City of Santa Monica to confirm which City facilities are available for Pay-upon-entry.

7. Cancellation Policy:
    a. Cancellations for RESERVED parking and UNRESERVED parking must be made more than 48 business hours of production date. Cancellations made within this time period will be honored at no cost to the production company.
    b. Cancellations for RESERVED parking and UNRESERVED parking made within 48 business hours will not be honored. NO refunds will be given.
    c. Cancellations for Pay-upon-entry requires no notification as no parking fees are associated with the Film LA permit.

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